



GTA BOARD OF DIRECTORS VIRTUAL MEETING MINUTES

April 22, 2021

Members Present: Mr. Stephen Astemborski, Mr. Scott Craig (Treasurer), Ms. Addy Matney, Mr. David Mitchell, Mr. Dick O'Neill (Board Chair), Ms. Amanda Warren (Vice Chair)

Greenlink Staff: James Keel (Director), Nicole McAden (Marketing and Public Affairs Manager)

Other City Staff: Dorothy Dowe (GTA liaison), Kristina Junker (Budget Administrator)

Mr. Dick O'Neill, GTA Board Chairman, called the meeting to order at approximately 12:30 p.m.

Quorum established by roll call.

Mr. Scott Craig made a motion to approve the March 25, 2021 GTA Board Meeting Minutes. Ms. Addy Matney seconded the motion. There is no opposition. The motion carries.

No Public Comments related to items on the agenda.

Director's Report (Presented by James Keel, Transit Director):

- Saturday later hours implementation is delayed; Fixed Route has 11 openings, which is well below TDP staffing level. Five drivers are currently on FMLA. Trolley staffing level at 50% what is needed. Two open mechanic positions. Unlikely to start extended hours on July 1.
- Vehicles in State of Good Repair.
- Update to the Transit Development Plan is wrapping up.
- Request for Proposals for advertising sales is going out.
- No funding updates.
- In-person meetings for Board and Commissions resume in May.
- No COVID recovery changes.
- Expect to have a formal budget presentation in May.

GTA Invoices (Presented by Kristina Junker, Budgets Administrator)

| Date | Vendor | Description | Invoice # | Amount |
|---------|------------------------|-------------------------------|-----------|------------|
| 4/1/21 | Aaron Barr | Refund of bike locker deposit | 4121AB | 40.00 |
| 3/22/22 | Alfred Williams | Office chair | 382878 | 820.00 |
| 3/31/21 | City of Greenville | March expenses | 87538 | 534,288.40 |
| 3/31/21 | Dolan Consulting Group | Verbal de-escalation training | 0508-0512 | 695.00 |
| 3/31/21 | Dolan Consulting Group | Verbal de-escalation training | 0509-0513 | 50.00 |
| 3/23/21 | Emedia Group | Window decals on new Gap vans | 507648 | 1,119.58 |
| 3/17/21 | Genfare | Farebox project equipment | 901172476 | 900.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172812 | 327,000.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172813 | 16,850.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172814 | 16,850.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172815 | 32,900.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172816 | 7,500.00 |
| 3/25/21 | Genfare | Farebox project equipment | 901172818 | 3,911.32 |
| 3/25/21 | Genfare | Farebox project equipment | 901172819 | 17,140.16 |
| 3/25/21 | Genfare | Farebox project equipment | 901172820 | 21,157.42 |
| 3/25/21 | Genfare | Farebox project equipment | 901172821 | 1,584.78 |
| 3/25/21 | Genfare | Farebox project equipment | 901172822 | 10,391.33 |
| 3/25/21 | Genfare | Farebox project equipment | 901172823 | 8,053.60 |
| 3/29/21 | Genfare | Farebox project equipment | 901172906 | 200.00 |
| 3/31/21 | Genfare | Farebox project equipment | 901173191 | 3,060.00 |
| 3/31/21 | Greene Finney | March audit costs | 17524 | 3,300.00 |
| 3/18/21 | Industrial Fans Direct | Fan for maintenance shop | 43549 | 3,949.00 |



| | | | | |
|--------------|------------------------|--|-------------|-----------------------|
| 4/9/21 | Ivey Communications | Gallagher access control for center door | 23279 | 2,716.82 |
| 4/7/21 | Kimball Communications | Radios on new buses | 39860 | 2,308.80 |
| 3/31/21 | Palmetto Bus Sales | Driver shields | 21-020019P | 2,025.00 |
| 3/26/21 | Proforma | Advertisements produced | BK76002559A | 312.75 |
| 3/31/21 | Skanska | Phase 1: Kick off, Programming, NEPA | 2121803-1 | 30,960.00 |
| 3/29/21 | ViriCiti | Renewal Licenses for 4 vehicles | 1782 | 3,888.00 |
| Total | | | | \$1,053,971.96 |

34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

Ms. Addy Matney made a motion to pay invoices totaling \$1,053,971.96. Ms. Amanda Warren seconded the motion. This is subject to the availability of funds. There is no opposition. The motion carries.

Mr. David Mitchell made a motion to approve Resolution 2021-12 to authorize and direct the Board Chair to execute and deliver a contract with Foothills Contracting Service, LLC for bus stop construction and installations (phase 1) for the amount of \$99,300. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Mr. David Mitchell made a motion to approve Resolution 2021-13 to adopt the updated GTA Procurement Policy with changes submitted by staff. Mr. Scott Craig seconded the motion. There is no opposition. The motion carries.

Ms. Addy Matney made a motion to pay two Wendel invoices in the amount of \$85,250.74 per request for board action submitted by staff. Mr. Stephen Astemborski seconded the motion. There is no opposition. The motion carries.

Staff Assignee & Other Important Updates (GTA Board Members):

- Mr. David Mitchell plans to meet with Jasmin Curtis to brainstorm hiring and recruitment for mechanics and drivers.
- Ms. Addy Matney and Director James Keel met with representatives from Senator Tim Scott’s office and Senator Lindsey Graham’s office to provide an update on the new maintenance facility.

Capital Projects Updates (Staff):

Public Art at Greenlink Bus Stops Contest

- All students who submitted artwork for the contest have been notified. There are ten (10) winners. The winning artwork will be displayed in bus stop shelters. The winning ten students represent 6 different high schools and 59 total entries were received.
- Installation of artwork, a press conference announcing winners and gallery showing of winning artwork are the next steps. A letter of participation will be sent to students who were not selected. Principals of students with the winning artwork be notified.

Technical Details of New Maintenance Facility (James Keel, Director)

- Agency Coordination with the FTA is on-going. Several meetings have taken place and more are on the calendar.
- Great progress is being made on NEPA documented categorical exclusion (DCE) concerns.
- The archaeological fieldwork for cultural resources and management summary is complete. A concurrence was received from the SC State Historic Preservation office on New South Archaeological Exclusions on April 14.
- The historical archaeological field work will be completed by the end of the month, and there will be a draft Cultural Resources Report in May.
- Tribal coordination letters went out this week.
- There was an initial desktop and field survey completed in March for Natural Resources. No suitable habitat for any endangered species found there. The wetland and stream delineations completed for the site as well.
- There was a draft preliminary jurisdictional determination which is undergoing and an internal review with the consultant.
- A draft natural resources technical memorandum is underway that is part of the DCE.
- Staff is finalizing the Environmental Justice and TITLE VI report which should be completed in May.
- Traffic count data has been collected. An existing analysis is underway and the consultant began looking at what our expansion plans will look like through 2029 in order to build a traffic model. Should have a report in May.

- 80 • A Noise and Air Analysis and documentation is underway. Staff is waiting on the draft traffic analysis to be
81 completed in order to finish up this study. This will wrap up the DCE and staff anticipates having a report in draft
82 form.
- 83 • The next stakeholder meeting is May 6^{Yes}, and the next public meeting is tentatively scheduled for May 11.
- 84 • Consultants have been given approval to proceed with the concept drawing presented. There were three concepts
85 being considered on the site. A pedestrian bridge will connect the two buildings together. The maintenance facility
86 doors face towards Arcadia. There should not be a lot of sound generated. Parking expansion was taken into
87 consideration. There is a place for a Washington High School memorial. A playground, pavilion, trails, use of
88 community room and naming rights for the community room and playground are amenities of interest to the
89 neighborhood. The useful life of the facility is a minimum of 42 years.

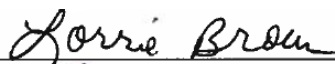
90

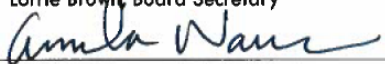
91 City Council Member Dorothy Dowe was pleased with the artwork and wants to attend ceremony honoring winning
92 submissions. She questioned who would be responsible for maintenance of playground and liability. Staff is trying to
93 get a governmental group in Greenville to take ownership.

94

95 **Mr. David Mitchell made a motion to adjourn. Ms. Amanda Warren seconded the motion. There is no opposition.**
96 **The motion carries. The meeting adjourned at 1:07 p.m.**

97

98 Prepared By:  Date: 5/27/21
99 Lorrie Brown, Board Secretary

100 Approved By:  Date: 5/27/21
101 Amanda Warren, GTA Vice Chair